

## LABOR RELATIONS COMMITTEE

### MINUTES

The Labor Relations Committee met on Monday, May 13, 2019 at 6:15 p.m. in Conference Room No. 1 at the Willmar City Office Building.

Present:	Shawn Mueske	.....	Chair
	Fernando Alvarado	.....	Vice Chair
	Vicki Davis	.....	Council Member
	Kathy Schwantes	.....	Council Member

Others present: Human Resource Director Samantha Beckman, Officer, Mayor Marv Calvin, Council Member Audrey Nelsen, AFSCME Union representatives Luke Langer & Stephen Schmitt, Employees Jeff Jagush, Alexandra Peterson, Sara Sietsema, and Shelby Lindrud from the West Central Tribune.

#### Item No. 1      Call to Order

The meeting was called to order by Council Member Mueske at 6:15 p.m.

#### Item No. 2      Public Comment

No public comment.

#### Item No. 3      Interim Search Hiring Committee (Motions-4)

Staff informed the Committee that we had six applicants for our interim opening to date and we discussed next steps to proceed with the interview process. With the current Administrator's last day being June 18, a motion was made by Council Member Schwantes, seconded by Council Member Alvarado to set the target start date for the Interim to June 11, 2019. A motion was made by Council Member Alvarado, seconded by Council Member Schwantes to set a term length for the interim at a minimum of 6 months. A motion was made by Council Member Schwantes, seconded by Council Member Davis to set a minimum requirement of three days per week for the interim to be on site. The committee also discussed and reduced the Project List and a motion was made by Council Member Schwantes, seconded by Council Member Davis to adopt the new list. Staff has the contract, job description, and interview questions from the previous interim and will work within the previous parameters for compensation.

#### Item No. 4      Vacation Cash Out Policy (Motion)

Staff presented an updated vacation cash out policy that removes the requirement that an employee must take 40 consecutive hours of vacation. The updated policy still requires that employees use 40 hours of vacation time in order to be eligible for a cash out, but it does not need to be consecutive. A motion was made by Council Member Schwantes, seconded by Council Member Davis to adopt the updated policy.

#### Item No. 5      AFSCME Units Compensation Study Results (Motion)

Staff presented Springsted's results from the 2018 Compensation Study conducted on the AFSCME union positions along with three salary structure options to choose from for implementation. In comparison with similar cities, Willmar's pay scales are below the market average. Willmar's pay ranges are 12.53 – 19.09 percent below the market rate. Springsted also provided three options for implementing a new City-Wide pay structure. Option A shows a new implementation based solely off of the market rate, Option B shows the pay scales reduced to compensate for the fact that the employer pays 100% of the family health insurance premium. Option C shows the pay scales further reduced to compensate for the employer contribution to the health insurance premium and the employer contribution to the employee's HSA (based on the family rate). A motion was made by Council Member Schwantes, seconded by Council Member Davis to present and discuss these

options at the Council Retreat on July 29<sup>th</sup> with a Springsted representative. The committee also requested more information about our Department Head's pay structure and wanted more information on their pay scales.

Item No. 6      Employee Personnel Policy - 2<sup>nd</sup> Section (Motion)

Staff presented the second section of the updated employee personnel policy, updated Conflict of Interest Policy, and Whistleblower Protections Policy obtained from the League of MN Cities. Text in black is League's recommended language and text in red is language pulled from our existing Personnel Policy. A motion was made by Council Member Alvarado, seconded by Council Member Davis to adopt the second section of the new Personnel Policy.

Item No. 7      Employee Personnel Policy - 3<sup>rd</sup> Section (Information)

Staff presented the third section of the updated employee personnel policy obtained from the League of MN Cities. At the League's recommendation, staff is utilizing their handbook template and customizing it to Willmar's policies and procedures.

There being no further business to come before the Committee, the meeting was adjourned at 7:36 p.m. by Chair Mueske.

Respectfully submitted,

Samantha Beckman  
Human Resources Director